

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, May 18<sup>th</sup>, 2021, 8:00pm

Chairperson: Jenn Bleakney

**On Minutes: Phil Boyle**

**Meeting by Videoconference**

In attendance: Stacey Reid, Phil Boyle, Karen Hinnigan, Kennedy Sherwood, Michelle Bauer, Mariam Hassan, Jennifer Bleakney, Anige Docking, Julia Carvahol, Robi Vanos, Tetyana Richert, Emily Kozlowski, Edwin Ng

**Motion** to approve the agenda

Moved by Michelle Bauder

Seconded by Tetyana Richert

All in favour, none opposed, no abstentions

**Motion** to approve minutes of meeting of March 16<sup>th</sup>, 2021

Moved by Robi

Seconded by Jenn

Three in favour, none opposed, 6 abstentions

**Motion** to approve minutes of meeting of April 20<sup>th</sup>, 2021

Moved by Tetyana

Seconded by Robi

Three in favour, none opposed, six abstentions

Executive Committee Election

The Chair of the 2020/2021 Nominating Committee offers the following recommendations to elect or acclaim the following board members to the Executive Committee of the Board of Directors.

President: There is one candidate for President, Kennedy Sherwood. The nominating committee recommends that Kennedy Sherwood be acclaimed as President.

**Motion** to acclaim Kennedy Sherwood as President of the Board for 2021/2022.

Moved by Jenn Bleakney

Seconded by Angie Docking

All in favor, none opposed, no abstentions

Motion carried

Past President: There is one candidate for Past President, Jennifer Bleakney. The nominating committee recommends that Jennifer Bleakney be acclaimed as Past President.

**Motion** to acclaim Jennifer Bleakney as Past President of the Board for 2021/2022.

Moved Robi

Seconded Michelle

All in favor, none opposed, no abstentions  
Motion Carried

Vice President: There is one candidate for Vice President, Tetyana Reichert. The nominating committee recommends that Tetyana Reichert be acclaimed as Vice President.

**Motion** to acclaim Tetyana Reichert as Vice President of the Board for 2021/2022.

Moved Kennedy  
Seconded Julia  
All in favor, none opposed, no abstentions  
Motion Carried

Treasurer: There is one candidate for Treasurer, Michelle Bauer. The nominating committee recommends that Michelle Bauer be acclaimed as Treasurer.

**Motion** to acclaim Michelle Bauer as Treasurer of the Board for 2021/2022.

Moved by Mariam  
Seconded Angie  
All in favor, none opposed, no abstentions  
Motion Carried

Secretary: There is one candidate for Secretary, Angie Docking. The nominating committee recommends that Angie Docking be acclaimed as Secretary.

**Motion** to acclaim Angie Docking as Secretary of the Board for 2021/2022.

Moved by Michelle  
Seconded Kennedy  
All in favor, none opposed, no abstentions  
Motion Carried

*Rationale for recommendations:* the recommendations were based on interest (in cases with one candidate), previous board experience and, in some cases, experience in the position being elected.

Jenn Bleakney thanked new members for joining and especially those taking on executive roles, and provided some context for the preceding search for new members.

Stacey Reid addressed new board members about record keeping and personal information updating.

**Action Item:** All new board members must submit their **criminal records check** by email to Stacey Reid as soon as possible. If you have not already, please [apply online](#) ASAP. Board members should **not** be requesting a **vulnerable sector check** as they will not be interacting directly with children as a board member.

**Action item:** All Board Members must provide personal information for our annual Charity Return. Your information will also be shared with the Ministry of Government Services, Ministry of Education and

Region of Waterloo. New members please enter your information/returning members please verify your information is correct by Monday May 24, 2021 at the form found [here](#).

**Motion** to assign signing authority to the 2021-2022 President, Past President, Vice President, and Treasurer for the 2021-2022 term.

Moved by Tetyana  
Seconded by Mariam  
All in favor, none opposed, no abstentions  
Motion carried

**Action Item:** Stacey Reid will connect with the President, Vice President, and Treasurer about completing the paperwork required for signing authority as the process may have changed due to COVID-19.

**Motion** to revoke signing authority from 2020-2021 Directors as of June 1, 2021 or upon completion of the proper paperwork with the Credit Union for the new Directors with signing authority, whichever comes first.

Moved by Tetyana  
Seconded by Angie  
All in favor, none opposed, no abstentions  
Motion carried

Vote on external auditors & remuneration for 2021 - MB

**Motion** to approve remuneration for auditors, BDO Canada LLP, as the accountants of the centre until the close of the next annual general meeting, at up to \$15,000.00.

Moved by Michelle  
Seconded by Tetyana  
All in favor, none opposed, no abstentions  
Motion carried

**Notice to the board** of executive committee motion on playground improvements.

On Sunday, May 16<sup>th</sup> the executive committee voted by email on the following motion:

**Motion to approve** spending up to \$43,500.00 for the installation of artificial turf to replace the remaining worn sod areas in all 4 playgrounds”.

Moved by Jenn  
Seconded by Phil  
All in favour, none opposed, no abstentions

SR/JB presented board overview, bylaws, Google drive access, meeting frequency, and roles and responsibilities for board members.

**Action item:** All board members should sign up for sub-committee membership [here](#). Note that volunteers from the general membership may sit on any committee with the exception of the executive committee, but all committees must be chaired by board members.

**Regrets** for next meeting (June 15<sup>th</sup>)

None.

**Motion** to adjourn

Moved by Jenn

Seconded by Tetyana

All in favor, none opposed, no abstentions

Meeting adjourned at 8:38pm